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May 17, 1962

TO ALL BOARD MEMBERS

FROM E. V. KILDUFF

Enclosed is a copy of the Constitution & By-Laws revised, which Mr. William Hardin requested be sent to all Board Members prior to our next meeting. Changes in the Constitution & By-Laws are underlined in red.

Also enclosed is a list of the changes as they originally appeared in the Constitution & By-Laws.

## CHANGES

### CONSTITUTION & BY-LAWS OF FAMILY SERVICE BUREAU OF NEWARK, N.J. PROPOSED NEW REVISION

(Last revisions June 6, 1946 and June 8, 1947)

Change "Board of Directors" to read "Board of Trustees" throughout.

#### ARTICLE II PURPOSE

Change words "to offer" to "by offering" - insert word "the" to read "in the promotion." Omit word "finally."

#### ARTICLE III MEMBERSHIP

Change reading of entire paragraph.

#### ARTICLE IV MANAGEMENT

Change to read "not less than 20 nor more than 30 trustees" - insert words "the voting" to read "of the voting members present."

#### ARTICLE VI MEETINGS

Change "25" to "one quarter of the" and "twenty-five" to read "a majority of the voting."

#### ARTICLE VII AMENDMENTS

Change words "of those" to read "of the voting members."

### BY-LAWS OF FAMILY SERVICE BUREAU OF NEWARK, N.J.

#### ARTICLE III COMMITTEES

Change item (6) to read (6) The Constitution & By-Laws & Public Issues Committee.

##### The Executive Committee

Change word "six" to "such" and eliminate words "but not mandatory."

##### The Finance Committee

Change "from" to "of" and eliminate last sentence of paragraph.

##### The Nominating Committee

Change by adding word "shall" to read "shall consist of" and "at least three members of the Committee must be Directors of the Agency; shall function on a year round basis" to read "approved by the Board, and shall present to the Board for approval" etc. to end of paragraph.

##### The Personnel Practices Committee

Eliminate word "to" preceeding word "review." Change word "participate" to "participation" and "select" to "selection of". Eliminate last sentence of paragraph.

##### The Public Relations Committee

Put period after word "members" and eliminate "and must be members of the Board of Directors." Change "sustaining" to "sustained."

#### ARTICLE IV CONTRIBUTIONS AND FUNDS

Change word "designates" to "designated."

CONSTITUTION AND BY-LAWS OF FAMILY SERVICE BUREAU OF NEWARK, N.J.  
PROPOSED NEW REVISION

(Last revision June 6, 1946 and June 8, 1947)

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ARTICLE I. NAME

The name of this Society shall be The Family Service Bureau of Newark, New Jersey.

ARTICLE II. PURPOSE

The purpose of this organization is to promote family and social well being of families and individuals without regard to race, color or creed: by providing skilled counseling service to such families and individuals in the solution of their problems; by offering leadership in the promotion of education for family life including working in the community for the improvement of social conditions; by making appropriate use of all available economic, medical and social facilities; by serving as a medium for the advancement of all phases of social work; by promoting and participating actively in the recruitment, counseling, education and training of social workers; and by concentrating the efforts of social workers, lay persons on our Board and in the community, which make for the growth and development of the services offered by this agency.

ARTICLE III. MEMBERSHIP

The Society shall have a membership consisting of the Trustees, who are serving as such from time to time, as well as such other persons having such qualifications as to the payment of dues or otherwise as the Board of Trustees may from time to time determine. The Board of Trustees may create classes of members having such qualifications and such rights to vote or otherwise, as the Board may from time to time determine.

ARTICLE IV. MANAGEMENT

The Management of this Society shall be vested in a Board of Trustees, not less than 20 nor more than 30, one third of whom shall be elected at each Annual Meeting for a term of three years by a majority vote of the voting members present.

ARTICLE V. OFFICERS

The Officers of the Society shall be a President, a first Vice-President, a second Vice-President, a Treasurer and a Secretary. They shall perform the duties usually pertaining to such officers. All except the Secretary shall be elected by the Board of Trustees from its own membership at the first regular meeting of the Board, after the Annual Meeting and shall serve for two years or until their successors are chosen. All officers, except the Secretary, who may serve in this capacity as long as the Board desires, may succeed themselves in office for one term only. Interim vacancies among officers shall be filled at the pleasure of the Board of Trustees, to serve for the unexpired term of any particular officer.

ARTICLE VI. MEETINGS

An Annual Meeting of the Society shall be held each year at such time and place as the Board of Trustees shall designate. Special Meetings of the Society may be called at any time by the Board of Trustees or upon the written request of one-quarter of the

members of the Society. Annual Meetings and all special meetings of the Society for the transaction of business shall be announced to the membership at least five days previously by public notice in two newspapers published in Newark, or in the official organ of the Society, or by written communication to all members of the Society. Notices for special meetings must stipulate the business to be considered. A majority of the voting members shall constitute a quorum.

#### ARTICLE VII. AMENDMENTS

This Constitution may be amended at any meeting of the Society, by a majority vote of the voting members present, provided that a copy of the proposed amendment be included in the notice of the meeting. This constitution may also be amended by a two-thirds vote of those present at any regular or special meeting of the Board of Trustees, provided that a majority of the Board be present, and that not less than five days' previous notice of the proposed change has been given.